

**DIVISION OF HUMAN RESOURCES
RESOURCE PLANNING AND REDUCTION SECTION**

1515 S Street, Sacramento, CA 95811
Sacramento, CA 94283-0001



Memorandum

To: All Impacted Staff in Unit 10

Subject: **Public Safety Realignment – Voluntary Transfer Process**

INTRODUCTION

As a result of Public Safety Realignment, the California Department of Corrections and Rehabilitation (CDCR or the Department) is implementing a process to balance staff vacancies and overages at impacted institutions/work locations. Realignment in the Department will occur in multiple waves. Each Realignment wave will be based on a determination of overages and vacancies in staffing. As discussed below, many employees will be given State Restriction of Appointment (SROA) notices to account for demotional bumping, although actual layoffs may be mitigated through the Voluntary Transfer Process at the beginning of each Realignment wave.

Voluntary transfers may be requested by any employee working in a county with any overage in that employee's designated classification. All vacancies in the State in that classification shall be made available for such transfer request.

ADDITIONAL INFORMATION

Seniority Scores – It is important to note that all movement during the transfer process will take place in accordance with statewide seniority. To ensure that impacted employees have ready access, information regarding seniority scores is available on the intranet and in designated areas at each worksite.

Overage and Vacancy Information – The Department will also post information regarding each location that has either an overage or vacancies by classification. This information will also be available on the internet, intranet and in designated areas at each worksite.

Area of Layoff – As noted above, the Department is providing an opportunity to mitigate layoff outside of the normal SROA/Layoff process. If, however, layoffs are still required at the conclusion of a wave, the area of layoff shall be by county.

No Relocation – No relocation shall be paid for any transfer or movement associated with Realignment.

PROCESS

Submission of Forms – After reviewing the overage and vacancy information, employees must opt in or out of the Voluntary Transfer Process on the Transfer Options Worksheet. An employee opting in must indicate his/her interest in available vacancies and rank his/her chosen vacancies in order of preference on the Transfer Options Worksheet. Transfer Options Worksheets will be due as follows for **the First Wave**:

Method	Due Date
Mail	Postmark by November 26, 2011
Fax or E-mail (Preferred Method)	Noon, November 28, 2011

Late submissions shall not be accepted or processed.

- As noted on the Transfer Options Worksheet, employees must submit it via mail, facsimile ((916) 322-2389; (916) 322-2393; or (916) 322-2396), or scan/e-mail (CDCR.RPRSHelpDesk@CDCR.ca.gov) by the designated deadline. **It is highly recommended to fax or scan/e-mail the form.**
- All requests for voluntary transfer shall be awarded based upon statewide seniority.
- Once the results of the Voluntary Transfer Process have been determined, CDCR shall communicate a start date and endeavor to provide a thirty (30) day notice for transfers over fifty (50) miles.
- After receiving a transfer date, an employee may be granted a change in the report date by agreement of the releasing worksite and the receiving worksite.

BENEFITS

Per Diem – Per diem will only be paid if the new institution/work location is fifty (50) miles or more from your current institution/work location.

Per Diem for Transfer Over 50 Miles Only	Amount	Basic Duration (in calendar days)
Voluntary	\$125	30 days
Involuntary	\$90	22 days

Administrative Time Off (ATO) – Additionally, staff moving within six (6) months of their report date will be given the following amounts of ATO dependent upon how far they move.

ATO for those who move within 6 months of his/her report date	100-200 miles	200+ miles
Voluntary	16 hours	24 hours
Involuntary	16 hours	24 hours

NO GUARANTEE AGAINST FUTURE IMPACT

The Voluntary Transfer Process is designed to provide employees with the opportunity to protect themselves against layoff. Employees are empowered with information regarding their seniority scores, the amount of overages and the amount of vacancies, so that each person can analyze where and whether s/he should move (taking into account his/her seniority and whether a county is more or less likely to be impacted ultimately).

As you know, if an employee moves to a location with a number of vacancies in a county where there are no overages, it is unlikely that s/he will be impacted by a layoff (as that county will not likely be in a layoff mode).

However, **there are no guarantees in this process**. Depending upon demotional bumping and one's statewide seniority within an impacted county, an employee with low seniority within that county theoretically still could be laid off at the conclusion of the SROA/layoff process and/or permanently involuntarily transferred within an impacted county.

SROA/LAYOFF PROCESS

All staff in CDCR with less than ten (10) years of seniority will automatically receive an SROA notice in the First Wave. This does not mean, however, that all such staff are going to be impacted. The reason that SROA has been defined as those with less than ten (10) years of seniority is to ensure that enough people get SROA notices to account for the demotional bumping that could occur in impacted counties.

Overages will be recalculated by county and those with the lowest seniority within the county will be subject to the SROA/layoff process. Employees will be able to pursue out of county opportunities on their own through the SROA process. Impacted employees may be offered the same class, primary demotional, and personal demotional options based on seniority within the county during the layoff options process.

CDCR will also mail out options packages at the end of the process that will include impacted employees' bumping rights and demotional patterns. Layoffs will occur in accordance with inverse-seniority within the impacted county/counties. The least senior employees who are subject to layoff will receive a 30-day notice of the effective date of the layoff. Once the layoff process is completed and where overages still remain, employees may be permanently, involuntarily transferred to a location within the county that still has vacancies. There will be no relocation, mileage or other travel reimbursement paid in association with such involuntary transfers other than the negotiated Per Diem of \$90 per day for twenty-two (22) days.

Departments filling vacancies will offer positions to employees facing layoff, demotion in lieu of layoff and mandatory geographic transfer to those who meet the minimum qualifications for the vacancy being filled, provided that the vacancy is equivalent in salary and responsibility and in the same geographic area and bargaining unit.

FUTURE WAVES

After the first wave, the Voluntary Transfer and SROA/Layoff processes may occur at the same time.

SUSPENSION OF CONTRACTUAL TRANSFER PROCESS

Because of these new opportunities for voluntary transfer, transfers pursuant to the contract shall be suspended during this Realignment process. This suspension shall not include hardship transfers.

FREQUENTLY ASKED QUESTIONS (FAQs)

In anticipation of your questions, the Department has created a detailed set of FAQs. The FAQs are available on CDCR's website. They are also posted at each institution/work location. Please review this document as it contains important information regarding the Realignment process and associated benefits.

If you have any further questions, please contact the Resource Planning and Reduction Section Call Center at (877) 297-5599.